

Austin Peay State  
University

## ~~Experiential~~ Prior Learning Credit

Issued: March 25, 2017

### POLICIES

Responsible  
Official: Provost and Vice President for Academic Affairs

Responsible ~~Office of Enrollment Management~~ and Student  
Office: Achievement

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#### Policy Statement

It is the policy of Austin Peay State University to ~~award~~ provide ~~experiential-college level-prior~~ learning credit for its students in compliance with the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and approval of the department chair or program designee.-

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#### ~~Contents~~ Purpose

The purpose of this policy is to authorize the University to develop procedures for the awarding of Prior Learning Credit through departmentally designated course credits or credit through portfolio creation that is submitted for review to the department chair.

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- ~~-Credit for Experiential Learning~~
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- ~~-Life/Work Portfolio Experiential Learning Credit Options at the Undergraduate Level~~

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#### Procedures

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#### Credit for ~~Experiential~~ Prior Learning

~~Credit for Experiential Learning may be requested for college level learning (not necessarily matched with specific courses) acquired through certain life/work experiences; however, each department may determine whether it will participate in the experiential credit process or accept credits earned via the portfolio process. Credit will not be restricted to the area of~~

concentration. All experiential learning must be validated through the portfolio preparation procedure and/or some other suitable evaluation process. Students will prepare a portfolio to be evaluated. Credit may be recommended by members of the faculty through the department head in the department(s) appropriate for the credit being requested. The amount of credit that can be earned through such prior learning will be restricted only by the appropriateness to the degree as determined by the advisor and/or the department chair.

By assessing experiential learning portfolios Austin Peay State University recognizes that learning takes place throughout life and that college level learning is not limited to the institutions of higher education or to classroom settings. The rationale for portfolio assessment is that adult life and work can offer learning equivalent in substance and complexity to that offered in classrooms.

Individuals learn from experiences and the results of the learning experiences can be reliably assessed and certified for college credit. The significance of systematic recognition of prior learning is the linkage it provides between formal education and adult life. It is a mechanism for recognizing the validity of all learning that is relevant to a college degree and for actively fostering on-going education. Full and effective use of all educational resources is a worthy educational and social goal. APSU provides this opportunity for a population that historically has not had access to college. It is responsive to the economic and academic accountability to meet needs of the student. The assessment of prior learning acknowledges the changing concepts of what constitutes legitimate learning and the characteristics of an educated person. Through this assessment, the university considers education as a continuum and embraces the vast potentialities of human development.

1. The University process for awarding credits through Prior-Learning Assessment (PLA) must align with the Recommended Standards in Prior-Learning Assessment (PLA) Policy and Practice of Tennessee Public Colleges and Universities (August 7, 2012).
  - a. These Standards ensure that the University will utilize best practices and provide services to students that are consistent.

- b. The Standards ensure transferability of PLA credit, include identification of types of PLA credits available, instruct the University on the transcription of PLA credit, and establish common standards for portfolio review.
2. When awarding credit under this provision, the University will use a recognized guide or procedure for awarding the credit for extra-institutional or life-long learning. The recognized guides or procedures may include:
  - a. American Council on Education (ACE) National Guide to Educational Credit for Training Programs.
  - b. ACE Guide to the Evaluation of Educational Experiences in the Armed Forces.
  - c. ACE Guide to Credit by Examination.
  - d. College Entrance Examination Board Advanced Placement Program. (CEEB/AP)
  - e. Credit by Departmental Examination. (ref. SACSCOC)
  - f. Degree-relevant extra-institutional learning credit awarded and transcribed by other accredited institutions, as well as that credit transcribed by ACE on the ACE Registry Transcript System (AARTS for the Army, SMART for Navy and Marines, CCAF for the Air Force) and the ACE Registry of Credit Examinations (ROCR)
  - g. Individual portfolios using the Council for Adult and Experiential Learning (CAEL) or other standardized guidelines authorized, in advance, by permission of the University.
3. When utilizing published guides for extra-institutional learning, the information provided should include:
  - a. course title;
  - b. location of all sites where the course is offered;
  - c. length in hours, days, or weeks;
  - d. period during which the credit recommendation applies;
  - e. purpose for which the credit was designed;
  - f. learning outcomes;
  - g. teaching methods, materials, and major subject areas covered; and

h. college credit recommendations offered by categories (by level of degrees) and expressed in semester hours and subject area(s) in which credit is applicable.

### Programmatic Prior Learning Credit

### Departmental PLC

Departments may decide to provide articulated prior learning credit based on criteria determined by the department such as prior work experience, institutional partnerships, or national certification.

- Programmatic PLC will be granted based on an approved memo from the department chair or program designee for each student.
- The approved memo, signed by the department chair, would list the student's name, A#, course number and name- or which course(s) was (were) to be awarded, credit will be awarded, The amount of Credits to be awarded would be filed with the Transfer area of the Registrar's Office to be articulated on the student's transcript.
- Grades for Programmatic PLC are calculated as "P."

### **The Portfolio**

~~A portfolio is an organized collection of essays and documentation demonstrating the student learning through life/work experiences. Through the portfolio, the student provides evidence that the knowledge gained through experience is equivalent to courses at Austin Peay State University. A portfolio may contain several subject areas, for example, Organizational Psychology, Public Speaking, and Information Systems Management. Each course equivalent is referred to as a section and is evaluated by a faculty expert in that field.~~

~~Students must choose CLEP, departmental challenge exams or other approved mechanisms to receive credit for prior knowledge when available in lieu of seeking credit via a portfolio.~~

### **Candidates for portfolio credit are:**

- ~~• **Returning Admitted** -students with significant work experience~~
- ~~• Employed at least 5-7 years in a particular field, with increasing responsibilities~~

- Highly organized - effective speakers and writers
- Highly motivated – will work independently to complete a project
- Able to reflect on work and training experiences

With department ~~chair~~ approval, ~~the student may choose to develop a portfolio for one or more courses. If significant work experience is related to the academic major without having completed a formal training program that can be evaluated, a portfolio might be a good option.~~ currently enrolled students may earn prior learning credit through the development of a learning portfolio to fulfill degree requirements; however, students- must complete at least 25% of their undergraduate and 1/3 of their graduate degree requirements through instruction provided by Austin Peay State University. Credit via portfolio might be granted for college courses for which credit cannot reasonably be granted through means of CLEP, departmental challenge exams, or other approved mechanisms to receive credit for prior knowledge. Prior learning credits awarded will be treated in the same way as transfer credits; a “P” (Pass) will be assigned and will not count in the grade point average.

### ~~Preparation by Student~~ Portfolio Preparation through Non-Credit APSU Course

~~The student that has a proposed program of study that includes portfolio credit is required to take a non-credit APSU course, Portfolio Development. This course is geared to the learning component model. Students who have become experts in a certain field may lose the ability to identify the knowledge and steps in the process necessary to accomplish the skill level. Through this course students are guided in examining their experiential learning to extract specific learning components. Determining learning levels, learning components, theory and practice relationship, appropriate narration, documentation, and presentation are areas covered in this class. The student does not prepare the portfolio as part of this class, but must prepare one learning component for grading in order to insure that they grasp the concept. Later, the student independently prepares the portfolio. The student may consult with their academic advisor, subject area faculty, or the course instructor during the preparation. This is done in much the same way as faculty advising for other student projects.~~

~~Portfolio evaluation is the most comprehensive challenge examination that exists. In compiling the portfolio of experiential learning, the preparation itself involves new learning. The student identifies the learning possessed, expresses it in terms of college level curriculum or competencies. The student relates it to overall educational and career objectives. The student then compiles the evidence or demonstrating competence. In preparing the portfolio, a student must reflect on the learning and competencies possessed to transfer principles from one situation to another. The application of experiential learning to the curriculum of higher education avoids the duplication of learning and allows the student to build on the learning already acquired. Students interested in earning PLC through the development of a learning portfolio should first complete a Letter of Intent to the department chair and their assigned advisor to ensure the PLC will fulfill their sought degree requirements. Upon approval from their academic advisor, students will enroll in a non-credit APSU portfolio development course, through the Adult, Non-Traditional, Transfer Student (ANTS) Center and will build a portfolio. The non-credit APSU course on portfolio development is required for students seeking PLC. The student will prepare the portfolio as part of this class. The student may consult with their academic advisor, subject area faculty, course instructor, or ANTS Center Coordinator during the preparation.~~

A portfolio is an organized collection consisting of an expanded résumé, certifications, essays, and/or documentation that demonstrates student learning through life/work experiences. If significant work experience is related to the degree requirements without having completed a formal training program that can be evaluated, a portfolio might be a good option. Through the portfolio, the student must provide evidence that the knowledge gained through experience is equivalent to course content and learning outcomes for courses offered at Austin Peay State University. One portfolio is prepared for each course for which the student is seeking credit.

### **Assessment**

~~The faculty advisor or department chair reviews the completed portfolio for format, competencies, and documentation. The portfolio is submitted to the department head in the department relevant to the subject.~~

The department head directs the portfolio to the faculty member most qualified to evaluate the particular learning component contained in the portfolio. The department faculty member that has experience in the learning component is the most appropriate assessor.

The faculty member assesses the portfolio for appropriate documentation, credible learning, degree and level of competence, and credit equivalency. The determination of subject matter area, level of learning (upper or lower), and the amount of academic credit that—in line with what APSU expects of its traditional students—should be awarded.

Credit should be awarded for the existing courses that match the content or area of learning presented in the portfolio. The portfolio should demonstrate the student's learning in such a way that it can be related to learning outcomes that would be expected in a college level course in the related subject area. The portfolio is analogous to records that show classroom attendance, participation, reading assignments, and understanding gained from the course. Narration should give an overview of the learning outcomes gained from prior learning and relate the circumstances of the learning. The documentation included should provide evidence of the learning in the form of certificates, "reference" letters, actual documents or products that the student created, or perhaps a performance by the student. Amount of time spent in a job or with a volunteer organization is to be included in the narrative. Grading in traditional courses is not based on time spent in class or having opportunities to learn. It is learning that is being assessed, not experience, and it is the responsibility of the student to convey the learning or competency. The college level learning must be the basis for any award of credit. When the portfolio is presented for evaluation it becomes the responsibility of the faculty assessor to determine the academic status of the learning, i.e., number of credits, level of credits, and specific course equivalencies, if applicable.

With departmental approval, the student may opt to develop a portfolio for one or more courses. If significant work experience is related to the academic major without having completed a formal training program that can be evaluated, a portfolio might be a good option.

[The ANTS Center Coordinator reviews the portfolio\(s\) and sends it to the appropriate department chair\(s\). The department chair](#)

may either review the portfolio or appoint an appropriate faculty member to do so.

The person assessing the portfolio determines if the level of learning displayed in the portfolio is in line with the course content, learning objectives and outcomes that are expected in the course identified as equivalent to the student's experience.

The assessor has the option to award course credit or no credit. Students will receive full credit for each course approved by the assessor. There will be no partial credit.

The reviewer forwards approved packets to the Office of the Registrar and the ANTS Center Coordinator. The Office of the Registrar notifies the student when the academic credit has been added to the student's academic record. If credit via portfolio is denied, the department chair or faculty member who assessed the portfolio must inform the ANTS Center Coordinator. The ANTS Center Coordinator notifies the student that the portfolio was denied.

Students may appeal the denial of prior learning credit no later than 30 calendar days after receiving the decision from the ANTS Center Coordinator. A formal, written appeal to the dean of the college in which the academic department resides must be filed by the 30-day deadline. If the dean determines there is merit to the student's appeal, the dean will inform the student within five business days so that department chairs can award credit.

#### **Program Service Fee**

A standard program service fee applicable at the time of portfolio submission-will be collected for each course the student requests to be fulfilled via portfolio.

#### **Personal Interview**

~~Talking with the student to explore and clarify the contents of the portfolio provides a better understanding of the level and depth of student learning. The personal interview corresponds to the personal contact with regular students and reveals more evidence of learning. If the portfolio is incomplete, the student may be asked to rework it before the completion of the evaluation. The level of the learning presented in the portfolio should be compared with the achievement of traditional students. The amount of credit is determined by the amount of learning found in the portfolio. The minimum award is "no credit" and the maximum credit allowed is 15 credits and is within the parameters of the criteria determined by the Southern Association of Colleges and Schools Commission on Colleges. The credit will be recorded as upgraded and is specified as~~

~~experiential credit on the official transcript even if it is determined as credit for a specific course, such as BIOL 1010. Although portfolio evaluation is not quick and easy, APSU has determined this to be a valid and responsible response to the needs of the nontraditional student.~~

~~The process ideally includes a preliminary study of the portfolio, an interview with the student, and the determination of credit to be awarded by the faculty assessor.~~

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### Links

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**Life/Work Portfolio** [Working to create a new Web site to outline the policy](https://www.apsu.edu/files/registrar/Non-Traditional-Credits.pdf)  
**Experiential Prior Learning Credit Options at the Undergraduate Level** <https://www.apsu.edu/files/registrar/Non-Traditional-Credits.pdf>

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### Revision Dates

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[APSU Policy 2:015 \(Merged with 2:023\) – Rev:](#)  
APSU Policy 2:015 (previously 2:016) – Rev.: March 25, 2017  
APSU Policy 2:015 – Issued: May 11, 2004

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### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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### Approved

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President: signature on file

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